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☒ CONFIDENTIAL

☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Deputy Director for
Administration

EXTENSION

NO.

STAT

Headquarters

DATE

22 NOV 1974

STAT

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Director of Central
Intelligence

STAT

Attached as Tab A is a suggested letter to the Chairman, U.S. Civil Service Commission concerning action in response to the President's directive that appointments and promotions in the career service must be made without regard to politics, creed, race, or sex.

5. Deputy Director for
Administration

STAT

Attached as Tab B is a proposed Headquarters Notice on the integrity of the merit system.

The letter has been coordinated with the IG office.

MORI/CDF

FORM
3-62

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USE PREVIOUS
EDITIONS

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74-4904/B

Honorable Robert E. Hampton
Chairman
United States Civil Service Commission
Washington, D. C. 20415

Dear Mr. Hampton:

This is in reply to your memorandum of 7 October 1974 concerning action responsive to the President's directive that appointments and promotions in the career service must be made without regard to either politics, race, creed, or sex.

Personnel management in this Agency is based on the principle that all appointments and promotions will be made on a merit basis, and without consideration of the individual's race, creed, sex, or political persuasion. We have issued an Agency Notice to direct the attention of managers and supervisors to the President's memorandum. That Notice also reminds employees of the availability of our Inspector General to whom they can, without fear of reprisal, bring information when they believe that personnel laws or rules are being violated.

I evaluate the effectiveness of our personnel operations annually by appraising accomplishments in relation to specific goals in all significant areas of personnel management. This evaluation system directs attention to our goals in applying the principles of equal employment opportunity. We have published an Affirmative Action Plan to guide employees and all management echelons in the accomplishment of these EEO goals, and I have repeatedly expressed my personal identification with these objectives. I did so most recently in a meeting on 7 November 1974, which was attended by all Agency executives who were available at Headquarters.

This Agency will participate fully in accord with any further initiatives undertaken by the Commission, and I shall continue to insist that our personnel operations remain free of influence based upon politics, race, creed, or sex.

Sincerely,

W. E. Colby
Director

NOV 5 1974

EB

**SUBJECT: Letter to Mr. Robert E. Hampton, Chairman, Civil Service
Commission from the Director -- Appointments and
Promotions in the Career Service**

ORIGINATOR:

/s/ John F. Blake

21 NOV 1974

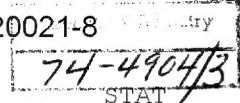
**John F. Blake
Deputy Director
for
Administration**

(Date)

Distribution:

**Original - Adse
1 - Signing Official
1 - DCI
1 - DDCI
1 - ER
1 - DD/A
1 - Director of Personnel
1 - Inspector General**

B

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This Notice is Current Until Rescinded.

PERSONNEL

281

INTEGRITY OF THE MERIT SYSTEM

1. The purpose of this notice is to bring the attached Presidential memorandum to the attention of all Agency employees, particularly managers and supervisors. In this regard, I wish to again emphasize that all aspects of personnel management in the Agency will be administered without regard to politics, race, creed, or sex.
2. Any employee who has a basis for believing that personnel laws or rules are being violated can provide the Inspector General the facts without fear of reprisal, with the assurance that appropriate inquiry and action will follow.
3. As I stated in my meeting with Agency executives on 7 November 1974, I shall personally monitor progress in the application of the principles of Equal Employment Opportunity through the Annual Personnel Plan and the Personnel Development Program. I ask all employees to give their best effort toward the accomplishment of these objectives.

/s/ W. E. Colby

W. E. Colby
Director**Attachment****DISTRIBUTION: ALL EMPLOYEES**

NOV 20 1974

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